

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Transportation Maintenance Crew Leader (Highway Maintenance)  
Farmington**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list for this title (See "Eligibility Requirements")

**Location:** District 1 – Bureau of Highway Maintenance, Farmington

**Job Posting No:** 31205

**Hours:** 8 AM – 4 PM, Incumbents in this class will be required to accept assignment to emergency duties including snow and ice removal as required

**Salary:** TC20, \$53,748 - \$68,827

**Closing Date:** Monday, June 1, 2015

**Eligibility Requirements:** In order to be considered for this opportunity, Candidates must have applied for and passed the Transportation Maintenance Crew Leader (Highway Maintenance) exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Candidates must meet the residency requirement.

**Example of Duties Include:** Plans crew workflow and determines priorities, schedules, assigns, oversees, and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations, acts as a liaison with operating units, agencies, and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare report and correspondence; requisitions materials and equipment appropriate to various jobs; participates in performing the duties of the crew; may do preliminary site inspections of assigned jobs; maintains necessary precautions for safety of employees within crew and the public; supervises; directs and coordinates during winter storms and other work related emergency situations.

**Note:** If you are interested in this opportunity, you must apply to this posting, even though you may be on a current Transportation Maintenance Crew Leader (Highway Maintenance) examination list and/or may have applied to previous Transportation Maintenance Crew Leader (Highway Maintenance) postings for this area or other areas of the Department, you must apply to this posting or you will not be considered.

**Application Instructions:** Interested and eligible candidates who meet the above "Eligibility Requirements" must submit a completed Application for Examination or Employment (CT-HR12), copies of their last two (2) service ratings and the residency requirement form (if applicable), **no later than Monday, June 1, 2015** to:

**Diane Tyc, Principal Human Resources Specialist  
Department of Transportation  
1107 Cromwell Avenue  
Rocky Hill, CT 06067**

**Incomplete applications where the required documentation, as indicated above, is not submitted will not be considered for this position. Applications will be accepted by US Mail only and must be postmarked no later than the closing date indicated above.**

**Due to the large volume of applications received we are unable to provide confirmation of receipt or status updates during the recruitment process.**

Applicants who do not meet the residency requirement or do not submit the required documents will not be considered for an interview for this position.

Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.